



Human Resources Representative

Position available at Minnesota Housing Finance Agency

POSTING DATE: January 8, 2013

Summary of Position

As a Human Resources Representative, you will work closely with managers and employees to provide generalist and specialist Human Resources support to key areas of the organization in a multi-union environment.

Essential Job Duties

- Consult with managers to identify staffing needs, determine recruitment strategies and coordinate the overall staffing process including screening candidates and recommending the top candidates for interviews.
- Review jobs to determine the appropriate compensation/classification level based on internal and external equity considerations.
- Coordinate the performance appraisal process on the automated performance management system.
- Administer the tuition reimbursement program.
- Advise managers and employees on complex leave of absence rules.
- Communicate and administer complex benefit programs.
- Interface with the State's central personnel office on a variety of employment and benefit matters.
- Research and perform special projects.
- Interpret and administer several union contracts.

Minimum Qualifications

- Bachelor's degree.
- Strong staffing experience.
- 4 years prior experience as an HR generalist
- Good HRIS experience.
- Strong Microsoft Office Skills in Word, Excel and PowerPoint.
- Strong ability to relate to managers and employees as a business partner.
- Demonstrated ability to handle multiple priorities and meet deadlines.
- Strong detail orientation and analytical ability.

Preferred Qualifications

- Prior experience in a unionized environment a plus.
- Master's degree

Annual Salary Range

Starting salary to upper \$40ks depending upon experience.

Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, exceptional tuition reimbursement program and 11 holidays per year.

To Apply:

1. Submit a cover letter and resume indicating current salary to mhfa.resumes@state.mn.us In the subject line, indicate the job title or requisition number of the posting you are applying for.
2. Visit www.careers.state.mn.us and search for requisition 13HFA000002 to upload your resume.

About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes, and supports the development and preservation of affordable rental housing through both financing and long term asset management—all of which help stabilize the lives of some of the State's most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).